



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
HUMAN RESOURCES DIVISION
ONE ASHBURTON PLACE, BOSTON, MA 02108

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Chief Human Resources Officer

PLEASE POST PROMINENTLY
READING LIST ANNOUNCEMENT

TO: Fire Department Appointing Authorities
Fire Chiefs

FROM: George J. Bibilos, Director
Organizational Development Group/Civil Service Unit

DATE: May 14, 2015

SUBJECT: READING LISTS FOR THE PROMOTIONAL EXAMINATIONS

**FIRE LIEUTENANT
FIRE CAPTAIN
EXAMINATION DATE – SATURDAY, NOVEMBER 14, 2015**

Examinations for these ranks are scheduled for November 14, 2015. All applicants are responsible for reading all the texts and other materials listed below and on all pages of this announcement. Please note carefully which edition and/or date of publication is listed for each item. All chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

LIEUTENANT AND CAPTAIN

Fire and Emergency Services Company Officer, Fifth Edition, 2014. (IFSTA)

- Lieutenants: Part A, Chapters 1, 2, and 3: entire chapters; Chapter 4: Only pp. 81-97 (start at beginning of p. 81 and stop at p. 97 before “Labor/Management Relations”); Chapter 5: entire chapter; Chapter 6: Only pp. 143-151 (start at beginning of p. 143 and stop at p. 151 before “Budget Process”); Chapters 7 and 8: entire chapters; Chapter 9: entire chapter, excluding “Canadian Workplace Hazardous Materials Information System” on p. 240 and “U.S. and Canadian Safety Color Codes” on pp. 240-241; Chapters 10 and 11: entire chapters; and Part B, Chapter 12: Only pp. 352-360 (start at p. 352 “Types and Forms of Governments” and stop at p. 354 before “Provincial and Territorial Governments”; start at p. 355 “Agencies of State and Provincial Governments” and stop at p. 356 before “Canadian Federal Government and Agencies Involved in Fire Protection”; start at p. 357 “Local Aid Agreements” and stop at the end of chapter; Chapter 13: entire chapter; Chapter 15: entire chapter; Chapter 16: Only pp. 438-441 (start at p. 438 “Postincident Analysis and Critique” and stop at the end of p. 441); Chapter 17: entire chapter. Exclude appendices and glossary.
- Captains: Same chapters and sections as lieutenants and including the following additional information: Chapter 4: pp. 97-98 on “Labor/Management Relations”; Chapter 12: pp. 350-352 on “Company Officer II Roles and Responsibilities” and “Communications”; and Chapter 16: pp.

430-437 on “Multi-unit (Multiple Alarm) Emergency Scene Operations” and “Developing and Implementing Operational Plans”.

Fire Inspection and Code Enforcement, Seventh Edition, 2009. (IFSTA)
Chapters 1-12 and 17, and all glossary terms related to these chapters. Exclude appendices.

Hazardous Materials for First Responders, Fourth Edition, 2010. (IFSTA)
Entire book, except Chapters 5, 12, and 13 (The FBI Twelve-Step Process, pp. 600-617).
Exclude appendices, metric equivalents, glossary, tables, and figures.

National Incident Management System, FEMA P-501, December 2008. (Federal Emergency Management Agency, U.S. Department of Homeland Security)
Entire book, including Appendix B, Glossary of Key Terms, and Acronyms. Exclude Appendix A.

Massachusetts General Laws, Chapter 148 (as amended through the release date of this reading list).

Pumping and Aerial Apparatus Driver/Operator Handbook, Third Edition, 2015. (IFSTA)
Chapter 5: Entire chapter. Chapter 6: Entire chapter, excluding metric information and metric formulas.
Chapter 7: Only pp. 209-246, excluding metric information and metric formulas. Chapter 8: Only pp. 281-284 (start at p. 281 “Flowmeters” and stop at p. 284 before “Hydraulic Calculators”). Chapter 9: Entire chapter. Chapter 10: Only pp. 335-366, excluding metric information and metric formulas.
Chapter 14: Entire Chapter. Chapters 16, 17, 18, 19, and 20: Entire chapters.
NOTE: Memorization of hydraulics formulas and coefficients is no longer required since a sheet with the required formulas and coefficients will be given on the examination. However, you will be required to apply those formulas and coefficients in the hydraulics questions given on the examination by performing the appropriate mathematical calculations.
Of the numbered formulas, you will be required to apply ONLY the following customary formulas: 6.1 on p. 195, 6.2 on p. 203, 6.3 on p. 204, 7.1 on p. 212, 7.2 and 7.3 on p. 214, 7.4 on p. 218, and 10.1 on p. 348. In order to apply Formula 7.1, you will be required to apply the coefficients in Table 7.3 (p. 222) for 1 ¾” hose with 1 ½” couplings and for 2 ½” hose; and the coefficients in Table 7.4 (p. 229) for two 2 ½” lines and for two 3” lines with 2 ½” couplings. You will be given those coefficients on the formula sheet. **NOTE:** You will not be required to apply any formulas other than those listed above.

NOTE: The following text has been **deleted** from the reading list: 527 CMR: Board of Fire Prevention Regulations, Section 10.

LIEUTENANT ONLY

Building Construction Related to the Fire Service, Third Edition, 2010. (IFSTA)
Entire book except Appendix A.

Engine Company Fireground Operations, Richman, H., Third Edition, 2008. (Jones and Bartlett)
Entire book including Glossary.

Structural Fire Fighting: Truck Company Skills and Tactics, Second Edition, 2010. (IFSTA)
Chapters 1, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, and 14.

CAPTAIN ONLY

Collapse of Burning Buildings, Dunn, V., Second Edition, 2010. (Fire Engineering)
Entire book except Chapters 20 and 21. Exclude epilogue.

Strategic and Tactical Considerations on the Fireground, Smith, J. P., Third Edition, 2012. (Prentice-Hall, Inc.)

Entire book except Chapter 2.

Supervision Today, Robbins, S. P., DeCenzo, D. A., and Wolter, R. M., Eighth Edition, 2016. (Prentice-Hall, Inc.)

Chapter 1: Entire chapter, excluding section “Is Sustainability Important to a Supervisor?” on pp. 10-11 and “Where Do Supervisors Come From?” on p. 12. Chapter 3: Entire chapter, excluding section on “Can Continuous-Improvement Programs Be A Help In Planning?” on pp. 67-69 and sections on “A Special Case of Planning: The Entrepreneurial Supervisor” on pp. 78-80; “How Do Entrepreneurs Recruit and Retain Employees” on pp. 80-81; and “What Supervisory Issues are Faced by Entrepreneurs?” on pp. 81-82. Chapter 7: Entire chapter, excluding section on “Design Thinking in Decision Making” on p. 195 and “Big Data in Decision Making” on pp. 195-196. Chapter 8: Only pp. 211-225 (start at p. 211 “What is Motivation?” and stop at p. 225 before “Should Employees be Paid for Performance or Time on the Job?”). Chapters 9 and 10: Entire chapters. Chapter 11: Entire chapter, excluding section on “What are the Different Types of Work Teams?” on p. 301 and “What Challenges Exist When Supervising Global Teams?” on pp. 310-311. Chapter 12: Entire chapter. Chapter 14: Entire chapter. Chapter 15: Entire chapter. Chapter 16: Only pp. 430-436 (start at p. 430 “What is Labor Relations” and stop at p. 436 before “Racketeering Influenced and Corrupt Organizations Act (RICO)”).

NOTE: (Exclude sections on enhancing understanding and developing your supervisory skills at the end of each chapter, and sections on news flashes.)

PUBLISHERS OF READING LIST TEXTS

- Federal Emergency Management Agency, P.O. Box 2012, Jessup, MD 20794; (800) 480-2520, Option #4.
- Fire Engineering, P.O. Box 21288, Tulsa, OK 74121-9971; (800) 752-9768; www.pennwellbooks.com.
- IFSTA (International Fire Service Training Association), Fire Protection Publications, Oklahoma State University, 930 North Willis, Stillwater, OK 74078-0118; (800) 654-4055; www.ifsta.org.
- Jones and Bartlett Publishers, 40 Tall Pine Drive, Sudbury, MA 01776-9848; (800) 832-0034; www.jbpub.com.
- Prentice-Hall, Inc., P.O. Box 11071, Des Moines, IA 50336; (800) 922-0579; www.bradybooks.com or http://vig.pearsoned.com/store/home/1,1205,store-20180_id-2,00.html.

*Please note that to purchase Supervision Today the publisher recommends that you contact a college, university, or local bookstore or you can place an order with a bookstore on the internet.

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the telephone number or website listed, or check with the Chief of your department or local union representative for assistance. Many local bookstores will be able to special-order any text not carried in stock.

Any questions regarding the reading list may be directed to Christine Barbas, Ed. D., Personnel Selection Specialist, at (617) 878-9745 or at christine.barbas@massmail.state.ma.us. A copy of this reading list is posted on the Human Resources Division website in the Civil Service section at www.mass.gov/hrd/readinglists.